

How to assign roles in offboarding as an agency administrator

Purpose

This job aid demonstrates how to assign roles in offboarding as an agency administrator.

Responsibility

All Commonwealth of Virginia (COV) employees who are assigned the role as agency administrator.

Notes:

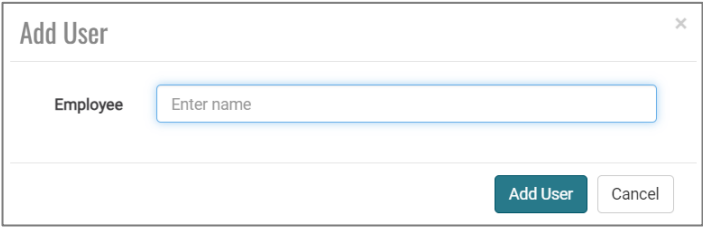
- Make sure to assign at least two people for each of these roles to have a backup. Each agency is responsible for reviewing these roles assignments regularly to ensure system integrity.
- If you manage roles for more than one agency, you will see multiple panels, one for each agency.

Procedures

Agency administrators assign and maintain the following security roles within the [offboarding application](#):

- **Initiator** – Role deploys the offboarding form to the supervisor
- **Agency HR** – Role acts as the agency human resource (HR) reviewer for the agency and completes the process
- **Checklist Editor** – Role has the ability to add additional offboarding checklist items to the base checklist for supervisors and agency HR persons

1.	To assign a role as an agency administrator, navigate to the Auth tab in the offboarding application. 
2.	To assign a role to a person, find the role and select the person icon with the plus sign. 

3.	Enter the person's name and select Add User. Selecting Cancel will return you to the Auth page. 
4.	To remove a role assigned to a person, find the role and the person you would like to manage. In the Auth menu, select the person icon with the minus sign  to remove the role.
5.	A confirmation window will appear. Select Remove to remove the person assigned to this role or Cancel which will return you to the Auth page. 

If you have any questions about the offboarding process, please contact your HR representative.